

UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA - EASTERN DIVISION

PLAINTIFF,	)	Case No. CASE NUMBER
	)	SCHEDULING ORDER [FRCP 16(b)]
Plaintiff,	)	
	)	1. Establishing a Discovery Cut-off Date of
v.	)	Enter Discovery Cutoff Date
	)	
DEFENDANT,	)	2. Non-Discovery Motion Hearing Cutoff
	)	date of Enter Motion Cutoff Date
Defendants.	)	
	)	3. Setting Final Pretrial Conference for
	)	Enter Date for Final Pretrial Conference
	)	3:00 p.m.
	)	
	)	4. Setting Court/ Jury Trial Date of Enter
	)	Trial Date

**READ THIS ORDER CAREFULLY. IT CONTROLS THE CASE  
AND DIFFERS IN SOME RESPECTS FROM THE LOCAL RULES.**

**The above matter is set for trial before the Honorable Stephen G. Larson, United States Magistrate Judge, Courtroom 1, United States District Court, Eastern Division, 2nd Floor, Riverside, California.**

1. Discovery Cut-Off. This is the last date to complete discovery, including expert discovery, and the resolution of any discovery motions before this court. If expert witnesses are to be called at trial, the parties shall designate experts to be called at trial and

1 provide reports required by Fed. R. Civ. P. 26(a)(B), not later than eight weeks prior to the  
2 discovery cutoff date. Rebuttal expert witnesses shall be designated and reports provided as  
3 required by Fed.R.Civ.P. 26(a)(2)(B), not later than five weeks prior to the discovery cutoff  
4 date. Failure to timely comply with this deadline may result in the expert being excluded at  
5 trial as a witness. The Court requires compliance with Local Rule 37-1 and 37-2 in the  
6 preparation and filing of discovery motions. Discovery motions may not be heard on an ex  
7 parte basis.

8 2. Joinder of Parties and Amendment of Pleadings. The deadline for joining  
9 parties and amending pleadings is ninety (90) days after the date of this Order. Any motions  
10 to join other parties or for leave to amend the pleadings shall be filed within sixty (60) days  
11 of the date of this Order so that they can be heard and decided prior to the deadline. This  
12 deadline does not apply if the deadline for joining parties or amending pleadings has already  
13 been calendared or occurred by virtue of an order issued by another Judge.

14 In addition to the requirements of Local Rule 15-1, all motions to amend the pleadings  
15 shall (a) state the effect of the amendment; (b) be serially numbered to differentiate the  
16 amendment from previous amendments and (c) state the page, line number(s), and wording  
17 of any proposed change or addition of material.

18 3. Motion Filing Cut-Off. The Court hears motions on Mondays at 3:00 p.m.  
19 The motion filing cut-off date is the last day motions may be heard (not filed). The Court  
20 will not decide late motions. Issues left undetermined by the passage of the motion cut-off  
21 date should be listed as issues for trial in the Final Pretrial Conference Order. As an  
22 exception to the above, motions in limine dealing with evidentiary matters may be heard at  
23 or before trial; however, summary judgment motions disguised as motions in limine will not  
24 be heard. Parties need not wait until the discovery cut-off to bring motions for summary  
25 judgment or partial summary judgment. However, in the usual case, the court expects that  
26 more than the minimum notice will be provided to counsel opposing motions for summary  
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1 judgment. In the usual case, the parties should confer and agree on the date for setting such  
2 motions.

3 Ex parte applications are entertained solely for extraordinary relief. See Mission  
4 Power Eng. Co. v. Continental Casualty Co., 883 F.Supp. 488 (C.D. Cal. 1995). Strict  
5 adherence to proper ex parte procedures is required for any ex parte application filed with  
6 the Court.

7 4. Stipulations to Extend Time. Stipulations to extend the time to file any required  
8 document or to continue any pretrial or trial date must set forth (a) the existing due date or  
9 hearing date; (b) the current pretrial conference date and trial date; (c) the specific reasons  
10 supporting good cause for granting the extension or continuance; and (d) whether there have  
11 been any prior requests for extensions or continuances, and whether these were granted or  
12 denied by the Court.

13 5. Summary Judgment Motions. The Separate Statement of Undisputed Facts is to  
14 be prepared in a two column format. The left hand column should set forth the allegedly  
15 undisputed fact. The right hand column should set forth the evidence that supports the  
16 factual statement. The fact statements should be set forth in sequentially numbered  
17 paragraphs. Each paragraph should contain a narrowly focused statement of fact. Each  
18 numbered paragraph should address a single subject in as concise a manner as possible.

19 The opposing party's statement of genuine issues must be in two columns and  
20 track the movant's separate statement exactly as prepared. The document must be in two  
21 columns; the left hand column must restate the allegedly undisputed fact, and the right hand  
22 column must indicate either undisputed, or disputed. The opposing party may dispute all or  
23 only a portion of the statement, but if disputing only a portion, must clearly indicate what  
24 part is being disputed. Where the opposing party is disputing the fact in whole or part, the  
25 opposing party must, in the right hand column, label and restate the moving party's evidence  
26 in support of the fact, followed by the opposing party's evidence controverting the fact.  
27 Where the opposing party is disputing the fact on the basis of an evidentiary objection, the  
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1 party must cite to the evidence alleged to be objectionable and state the ground of the  
2 objection and nothing more. **No argument should be set forth in this document.**

3 The opposing party may submit additional material facts that bear on or relate to the  
4 issues raised by the movant, which shall follow the format described above for the moving  
5 party's separate statement. These additional facts shall follow the movant's facts, shall  
6 continue in sequentially numbered paragraphs (i.e., if movant's last statement of fact was set  
7 forth in paragraph 30, then the first new fact will be set forth in paragraph 31), and shall set  
8 forth in the right hand column the evidence that supports that statement.

9 The moving party, in its reply, shall respond to the additional facts in the same  
10 manner and format that the opposition party is required to adhere to in responding to the  
11 statement of undisputed facts, as described above.

12 (a) Supporting Evidence. No party should submit any evidence other than the  
13 specific items of evidence or testimony necessary to support or controvert a proposed  
14 statement of undisputed fact. Thus, for example, the entire transcript of a deposition, entire  
15 sets of interrogatory responses, and documents that do not specifically support or controvert  
16 material in the separate statements, should not be submitted in support or opposition to a  
17 motion for summary judgment. Any such material will not be considered.

18 Evidence submitted in support or opposition to a motion should be submitted  
19 either by way of stipulation or as exhibits to declarations sufficient to authenticate the  
20 proffered evidence, and should not be attached to the Memorandum of Points and  
21 Authorities. The Court will accept counsel's authentication of deposition transcript, of  
22 written discovery responses, and of the receipt of documents in discovery if the fact that  
23 the document was in the opponent's possession is of independent significance.

24 Documentary evidence as to which there is no stipulation regarding foundation must be  
25 accompanied by the testimony, either by declaration or properly authenticated deposition  
26 transcript, of a witness who can establish its authenticity.

1 If evidence in support of or in opposition to a motion exceeds twenty pages, the  
2 evidence must be in a separate bound volume and include a Table of Contents.

3 (b) Objections to Evidence. If a party disputes a fact based in whole or in part on  
4 an evidentiary objection, the ground of the objection, as indicated above, should be stated in  
5 the separate statement but not argued in that document. Evidentiary objections are to be  
6 addressed in a separate memorandum to be filed with the opposition or reply brief of the  
7 party. This memorandum should be organized **to track the paragraph numbers of the**  
8 **separate statement in sequence**. It should identify the specific item of evidence to which  
9 objection is made, the ground of the objection, and a very brief argument with citation to  
10 authority as to why the objection is well taken. The following is an example of the format  
11 contemplated by the Court:

12 Separate Statement Paragraph 1: Objection to the supporting deposition transcript  
13 of Jane Smith at 60:1-10 on the grounds that the statement constitutes inadmissible  
14 hearsay and no exception is applicable. To the extent it is offered to prove her  
15 state of mind, it is irrelevant since her state of mind is not in issue.

16 Fed. R. Evid. 801, 802.

17 Do not submit blanket or boilerplate objections to the opponent's statements of  
18 undisputed fact: these will be disregarded and overruled.

19 (c) The Memorandum of Points and Authorities. The movant's memorandum of  
20 points and authorities should be in the usual form required under Local Rule 7-5 and should  
21 contain a narrative statement of facts as to those aspects of the case that are before the  
22 Court. All facts should be supported with citations to the paragraph number in the Separate  
23 Statement that supports the factual assertion and not to the underlying evidence.

24 Unless the case involves some unusual twist on Rule 56, the motion need only  
25 contain a brief statement of the Rule 56 standard; the Court is familiar with the Rule and  
26 with its interpretation under Celotex and its progeny. If at all possible, the argument should  
27 be organized to focus on the pertinent elements of the cause(s) of action or defense(s) in  
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1 issue, with the purpose of showing the existence or non-existence of a genuine issue of  
2 material fact for trial on that element of the claim or defense.

3 Likewise, the opposition memorandum of points and authorities should be in the  
4 usual form required by Local Rule 7-5, and where the opposition memorandum sets forth  
5 facts, the memorandum should cite to paragraphs in the separate statement if they are not in  
6 dispute, to the evidence that contravenes the fact where the fact is in dispute or, if the fact is  
7 contravened by an additional fact in the statement of genuine issues, the citation should be  
8 to such fact by paragraph number.

9 (d) Timing. In virtually every case, the Court expects that the moving party will  
10 provide more than the minimum twenty-one (21) day notice for such motions. The moving  
11 party should deliver to chambers a copy of a diskette, in WordPerfect format (9.0 or earlier  
12 versions), containing the Statement of Uncontroverted Facts and Conclusions of Law.

13 6. Motions in Limine. The parties must file motions in limine addressing the  
14 admissibility of evidence in accordance with Local Rule 7-3. The parties shall file their  
15 opposing and reply papers in accordance with Local Rules 7-9 and 7-10 respectively.

16 7. Pretrial Conference and Trial Setting. Compliance with the requirements of Local  
17 Rule 16 is mandatory. Counsel shall submit carefully prepared Memoranda of Contentions  
18 of Fact and Law (which may also serve as the trial briefs) and Proposed Pre-Trial  
19 Conference Order (“PTCO”) in accordance with the provisions of Local Rules 16-2.8  
20 through 16-6. The Proposed Pre-Trial Conference Order shall conform to the example set  
21 forth in Appendix A to the Local Rules, modified as necessary to comply with this order.

22 The Memoranda of Contentions of Fact and Law, Exhibit Lists, and Witness Lists  
23 shall be served and filed no later than fourteen (14) calendar days before the Pre-Trial  
24 Conference. The Proposed Pre-Trial Conference Order shall be lodged fourteen (14)  
25 calendar days before the Pre-Trial Conference.

26 The Proposed Pre-Trial Conference Order must contain a Table of Contents. Place  
27 in all capital letters and in bold the separately numbered headings for each category in the  
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1 PTCO. Under paragraph 1, list each claim, counterclaim, or defense that has been dismissed  
2 or abandoned. In multiple party cases where not all claims or counterclaims will be  
3 prosecuted against all remaining parties on the other side, please specify to which party each  
4 claim or counterclaim is directed. The factual issues in dispute should track the elements of  
5 a claim or defense upon which the jury would be required to make findings. Counsel should  
6 state issues in ultimate fact form, not as evidentiary fact issues (i.e., “was the defendant  
7 negligent,” “was defendant’s negligence the proximate cause of plaintiff’s injury;” not “was  
8 the plaintiff standing on the corner of 12th Street and Lemon Avenue at 10:00 a.m. on  
9 March 1”). Issues of law should state legal issues upon which the Court will be required to  
10 rule after the Pre-Trial Conference, including during the trial, and should not list ultimate  
11 fact issues to be submitted to the trier of fact.

12 In drafting the PTCO, the court expects that counsel will attempt to agree on and  
13 set forth as many non-contested facts as possible. The court will normally read the  
14 uncontested facts to the jury at the start of the trial. Carefully drafted and comprehensively  
15 stated stipulation of facts will reduce the length of trial and increase jury understanding of  
16 the case.

17 If expert witnesses are to be called at trial, each party must list and identify its  
18 respective expert witnesses, both retained and non-retained. Failure of a party to list and  
19 identify an expert witness in the Proposed Pre-Trial Conference Order shall preclude a  
20 party from calling that expert witness at trial.

21 This case has been placed on calendar for a Final Pretrial Conference (“PTC”)  
22 pursuant to F. R. Civ. P. 16 and Local Rule 16-1, unless the PTC was expressly waived at  
23 the Scheduling Conference by the court. Unless excused for good cause, each party  
24 appearing in this action shall be represented at the PTC and all pretrial meetings of counsel,  
25 by lead trial counsel. The failure to attend the PTC or to submit the required pretrial  
26 documents may result in the dismissal of the action, striking the answer and entering a  
27 default, and/or the imposition of sanctions.

1 A continuance of the Final Pretrial Conference at counsel's request or stipulation  
2 will only be approved upon a showing of good cause. Counsel should plan to do the  
3 necessary pretrial work on a schedule which will insure its completion with time to spare  
4 before the Final Pretrial Conference. Specifically, failure to complete discovery work,  
5 including expert discovery, is not a ground for a continuance.

6 Compliance with the requirements of Local Rules 16-1 to 16-13 is required by the  
7 court. Carefully prepared Memoranda of Contentions of Fact (which may also serve as the  
8 trial brief) and a proposed Final Pretrial Conference Order shall be submitted in accordance  
9 with the provisions of Local Rule 16-6 and the form of the proposed Final Pretrial  
10 Conference Order shall be in conformity with the format set forth in Appendix A to the  
11 Local Rules.

12 At the PTC, counsel should be prepared to discuss means of streamlining the trial,  
13 including, but not limited to: bifurcation, presentation of non-critical testimony by  
14 deposition excerpts, stipulations as to the content of testimony, presentation of testimony on  
15 direct examination by declaration subject to cross-examination, and qualification of experts  
16 by admitted resumes. In certain cases where the PTC is waived by the court, counsel must  
17 follow Local Rule 16-10.

18 8. Witness List and Times Estimates. Counsel shall prepare a list of their witnesses,  
19 an estimate of the length of time needed for direct examination for each witness, and  
20 whether the witness will testify by deposition or in person. Counsel shall exchange these  
21 lists with opposing counsel.<sup>1</sup> **Counsel shall jointly file a single witness list, including**  
22 **estimates for direct examination of their own witnesses and estimates for cross-**  
23 **examination of opposing witnesses.** This list shall be filed at the time counsel lodge the  
24 Proposed Pre-Trial Conference Order, i.e., fourteen (14) days before the Pre-Trial  
25 Conference.

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27 <sup>1</sup>See "Joint Trial Witness Estimate Form" appended to this order.  
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1        9. Jury Instructions and Verdict Forms. Fourteen (14) calendar days prior to  
2 counsel's Rule 16 pre-trial meeting, counsel shall exchange proposed jury instructions  
3 (general and special) and special verdict forms (if applicable). Seven (7) calendar days prior  
4 to the Rule 16-2 meeting, counsel shall exchange any objections to the instructions and  
5 special verdict forms. Prior to, or at the time of the Rule 16 meeting, counsel shall meet and  
6 confer with the goal of reaching agreement on one set of joint jury instructions and one  
7 special verdict form.

8                The parties should make every attempt to agree upon the jury instructions before  
9 submitting them to the Court. The Court expects counsel to agree on the substantial  
10 majority of jury instructions, particularly when pattern instructions provide a statement of  
11 applicable law. When the Manual of Model Civil Jury Instructions for the Ninth Circuit  
12 provides a version of an applicable requested instruction, the parties should submit the most  
13 recent version of the Model instruction. Where language appears in brackets in the model  
14 instruction, counsel shall select the appropriate text and eliminate the inapplicable bracketed  
15 text. Where California law applies, counsel should use California Jury Instructions -- Civil  
16 (8th ed.) ("BAJI"). If neither of the above sources is applicable, counsel are directed to use  
17 the instructions from O'Malley, Grenig & Lee (formerly Devitt, et al.), Federal Jury Practice  
18 and Instructions (latest edition). Each requested jury instruction shall cover only one subject  
19 or principle of law and shall be numbered and set forth in full on a separate page, citing the  
20 authority or source of the requested instruction (except for the "clean" jury copy discussed  
21 below).

22                When the parties disagree on an instruction, the party opposing the instruction  
23 must attach a short statement (one to two paragraphs) supporting the objection, and the party  
24 submitting the instruction must attach a short statement supporting the instruction. Each  
25 statement should be on a separate page and should follow directly after the disputed  
26 instruction.

1 The parties ultimately must submit one document or, if the parties disagree over  
2 any proposed jury instructions, two documents. If the parties submit two documents, those  
3 documents shall consist of: (a) a set of Joint Proposed Jury Instructions and (b) a set of  
4 Disputed Jury Instructions, along with reasons supporting and opposing each disputed  
5 instruction in the format set forth in the previous paragraph.

6 The parties must file proposed jury instructions fourteen (14) calendar days before  
7 the Pre-Trial Conference. If the court is closed that day, counsel shall file the proposed  
8 instructions the preceding Friday. No later than 4:00 p.m. on the date such instructions are  
9 due, the parties must submit conformed courtesy copies to the Court's courtesy box located  
10 outside the entrance to Courtroom 1, United States District Court, 3470 Twelfth Street, 2nd  
11 Floor, Riverside, California. Counsel shall also provide the Court with a 3½ inch diskette  
12 compatible with WordPerfect containing the proposed jury instructions, in accordance with  
13 this paragraph and the previous paragraph.

14 The Court will send a copy of the instructions into the jury room for the jury's use  
15 during deliberations. Accordingly, in addition to the file copies described above, the  
16 diskette submitted with the jury instructions shall contain a "clean set" of Joint Proposed  
17 and/or Disputed Jury Instructions, containing only the text of each instruction set forth in  
18 full on each page, with the caption "Court's Instruction No. \_\_\_" (eliminating titles,  
19 supporting authority, indication of party proposing, etc.).

20 An index page shall accompany all jury instructions submitted to the Court. The  
21 index page shall indicate the following:

- 22 (a) The number of the instruction;
- 23 (b) A brief title of the instruction;
- 24 (c) The source of the instruction and any relevant case citations; and
- 25 (d) The page number of the instruction.

26 EXAMPLE:

27 <u>Number</u>	<u>Title</u>	<u>Source</u>	<u>Page</u>
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Along with the jury instructions, counsel shall submit any necessary special verdict form fourteen (14) calendar days before the Pre-Trial Conference.

10. Voir Dire Questions. Counsel may, but need not, submit brief proposed voir dire questions for the jury at the Pre-Trial Conference. The Court will conduct its own voir dire after consulting any proposed voir dire submitted by counsel. After the Court conducts its own voir dire, counsel will be provided an opportunity to ask supplemental questions subject to Court approval.

11. Joint Statement of the Case. Counsel shall submit a joint statement of the case at the Pretrial Conference. The joint statement of the case will be read to the prospective panel of jurors prior to the commencement of voir dire. The statement should not exceed one page. The statement shall be filed with the Court no later than 4:00 p.m., on the Wednesday prior to the Pre-Trial Conference.

12. Exhibits. The parties shall file their witness lists and exhibits lists in accordance with Local Rule 16. Counsel are to assemble their exhibits by placing them in three-ring binders labeled on the spine portion of the binder showing both the volume number and the exhibit numbers. Each exhibit shall be separated by a tabbed divider on the right side. Counsel shall provide original exhibits for the courtroom deputy clerk and a duplicate set for the judge. The original exhibits shall be tagged with the appropriate exhibit tags in the upper or lower right corner of the first page of each exhibit and include the case number, case name, and exhibit number. Each binder shall contain a Table of Contents. Counsel must comply with Local Rule 26-4 when numbering the exhibits. The Clerk's Office, located at the United States District Court, 3470 Twelfth Street, Riverside, California can supply counsel with appropriate exhibit tags.

The Court requires the following to be submitted to the courtroom deputy clerk on the first day of trial: (a) The original exhibits with the Court's exhibit tags; (b) one bench

1 book with a copy of each exhibit for the Court's use, tabbed as described above; (c) three (3)  
2 copies of exhibit lists and a floppy disk containing the exhibit list; (d) three (3) copies of  
3 witness lists in the order in which the witnesses will be called to testify; and (e) file a Notice  
4 of Lodging of Deposition Transcripts (original and 2 copies) and Lodge all anticipated trial  
5 deposition transcripts directly with the deputy clerk in the courtroom.

6 All counsel are to meet no later than ten (10) calendar days before trial to discuss  
7 and agree to the extent possible on issues including foundation and admissibility.

8 13. Pre-Trial Exhibit Stipulation. The parties shall prepare a Pre-Trial Exhibit  
9 Stipulation which shall contain each party's numbered list of trial exhibits, with objections,  
10 if any, to each exhibit including the basis of the objection and the offering party's response.  
11 All exhibits to which there is no objection shall be deemed admitted. All parties shall  
12 stipulate to the authenticity of exhibits whenever possible, and the Pre-Trial Exhibit  
13 Stipulation shall identify any exhibits whose authenticity has not been stipulated to and the  
14 specific reasons for the party's failure to stipulate.

15 The Stipulation shall be substantially in the following form:

16 Pre-Trial Exhibit Stipulation

17 Plaintiff's Exhibits

18 Number      Description      Objection      Response to Question

20 Defendant's Exhibits

21 Number      Description      Objection      Response to Question

22  
23 The Pre-Trial Exhibit Stipulation shall be filed at the same time as counsel lodges the  
24 Proposed Pre-Trial Conference Order. Failure to comply with this paragraph may constitute  
25 a waiver of all objections.

26 14. Findings of Fact and Conclusions of Law. For a non-jury trial, counsel for each  
27 party shall lodge proposed findings of fact and conclusions of law fourteen (14) days before  
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1 trial. The parties should deliver to chambers a copy of these findings and conclusions of law  
2 on disk in WordPerfect format.

- 3 (a) Underline in red the portions which it disputes;
- 4 (b) Underline in blue the portions which it admits; and
- 5 (c) Underline in black the portions which it deems not disputed, but deems  
6 irrelevant.

7 Counsel may agree with a part of a finding or conclusion, disagree with a part of it  
8 and/or consider a part of irrelevant.

9 Two marked copies of opposing counsel's proposed findings of fact and conclusions of  
10 law shall be lodged with the court seven (7) days before trial and one marked copy shall be  
11 served on opposing counsel. Courtesy copies of the marked copies shall be deposited in the  
12 drop box located outside the entrance of Courtroom 1 of the above-entitled court on the date  
13 due.

14 15. Settlement. Local Rule 16-14.2 provides that the Settlement Conference shall be  
15 conducted not later than 45 days before the Pretrial Conference. The Court believes that in  
16 most cases completion of all discovery and dispositive motions will help the parties assess  
17 their positions before they embark on the costly pre-trial process. However, in many cases,  
18 the parties find it more difficult to settle after they have incurred the cost of all discovery  
19 and motion practice. Accordingly, the Court strongly encourages counsel and the parties to  
20 pursue settlement earlier.

21 The Court has a keen interest in helping the parties achieve settlement. If the parties  
22 believe that it would be more likely that a settlement would be reached if they conduct  
23 settlement conference at an earlier time than that specified by the Court, they should conduct  
24 it at that time. In any event, the parties must file a Status Report re Settlement at the time  
25 they lodge the Proposed Pretrial Order.

26 The Court will not conduct settlement conferences in non-jury cases which the Court  
27 will try. In jury cases, the Court will conduct a settlement conference at the parties' request  
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1 if three conditions exist: (a) The parties are satisfied that the fact issues in the case will be  
2 tried to a jury; (b) all significant pre-trial rulings which Court must make have been made;  
3 and (c) the parties desire the Court to conduct the conference, understanding that if  
4 settlement fails, the Court will preside over the trial of the case.

5 **If a settlement is reached, it shall be reported immediately to this Court as**  
6 **required by Local Rule 16-14.7.**

7 16. The failure to attend the pretrial conference or to submit timely in conformity  
8 with the format set forth in this order, the jury instructions, pre-trial exhibit stipulation, joint  
9 statement of the case, voir dire questions, summary of witness testimony and times  
10 estimates, proposed Pretrial Conference Order or the memorandum of contentions of fact  
11 and law may result in the dismissal of the action, striking the answer and entering default  
12 and/or the imposition of sanctions.

13 17. Telephonic Status Conference. Telephonic status conferences are sometimes set  
14 by the court to discuss settlement status and other pending issues. If a telephonic status  
15 conference has been set, all counsel are ordered to discuss the matter with their clients and  
16 opposing counsel before the telephonic status conference. Plaintiff's counsel must make the  
17 arrangements and place the conference call. Plaintiff's counsel shall include all counsel of  
18 record and the Court on the date and time scheduled. The conference operator is to place  
19 the final call to the Court at (951) 328-4410. To assist the Court and staff, participants shall  
20 identify themselves each time they speak. No cellular telephones or speaker telephones will  
21 be allowed.

#### 22 Internet Site

23 Counsel are encouraged to review the Central District's website for additional  
24 information. The address is "http: //www.cacd.uscourts.gov"  
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1 The courtroom deputy clerk is ordered to serve a copy of this Order by mail, facsimile  
2 or e-mail on counsel for all parties to this action.

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4 IT IS SO ORDERED.

5 Dated: December 9, 2005  
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STEPHEN G. LARSON  
United States Magistrate Judge  
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# Joint Trial Witness Estimate Form

Case: \_\_\_\_\_

Trial Date: \_\_\_\_\_

	WITNESS NAME	PARTY CALLING WITNESS AND ESTIMATE	X-EXAMINER'S ESTIMATE	DESCRIPTION OF TESTIMONY	COMMENTS
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
	Total Estimates This Page:				

## Instructions:

(1) List witnesses (last name first); (2) For description, be extremely brief, e.g. “eyewitness to accident.” Or “expert on standard of care”(3) Use estimates within fractions of an hour, rounded off to the closest quarter of an hour. e.g. if you estimate 20 minutes, make it .25. An estimate of one and one-half hours would be 1.5. An estimate of three-quarters of an hour would be .75; (4) Note special factors in “Comments” column. e.g., “Needs interpreter.” (5) Entries may be in handwriting if very neat and legible.